

From: manager@serwocn.org
Sent: Monday, September 23, 2019 2:43 PM
To: 'michael.everette@smith-nephew.com'
Subject: 2019 SER Conference Booth Assignment

Smith & Nephew
Michael Everette,

Thank you for choosing to exhibit at **SER of the WOCN® Society's 2019 Annual Conference**, being held at the **Iron Works Convention Center in Columbus, GA**. This information is being sent to both the main contact and the booth captain (if different/designated) for our company.

Your Booth Number is: 303

The floorplan map has been posted on our website's exhibitor page and can be download from:
<https://www.serwocn.org/conference/2019/docs/2019-BoothLayout.pdf>

An updated attendee list, per accreditation requirements, will be sent on Wednesday, 9/25/19. A final list will also be sent after the conference.

Related Times:

- **Registration & Setup:** Exhibitor Sign-in and Booth setup is **on Thursday, October 3rd from 12:00 PM – 4:00 PM**. **Booth captains should sign in at the registration desk. You will be provided with your exhibitor packet containing badges for booth personnel.** Our team members will be available during set up time to answer questions and provide support
- **There will be a marshalling guard at the loading dock to keep traffic moving.**
- **Exhibit Times:** The exhibit hours are:
 - **Thursday, October 3, 4:15 – 6:45 PM (includes appetizers and bar)**
 - **Friday, October 4, 10:15 AM – 12:30 PM (includes snacks and beverages)**
- **Dismantling:** All materials may be dismantled/removed from the exhibit area **after 12:30 PM**. but no later than **3:00 PM. on Friday, October 4.**
- **Competing Events:** Exhibitors may not schedule any events or invite attendees for dinners during any of the scheduled events, including the meal events.
- **Thursday, after 7:15 PM is the Free Night** and you may schedule meetings and/or dinners for attendees that evening.

If you have any further questions or need assistance, please contact me at bhe@serwocn.org or call 727-238-5140.

We look forward to seeing you soon!

Regards,

Bernie Haberer, Manager
SER of the WOCN® Society